



# PURCHASE ORDER

Page: 1 of 3



P.O. No: 601320000022042  
Solicitation Number: 0000008329  
P.O. Date: 09/16/2015  
No Bid Required

To:  
L. K. JORDAN & ASSOCIATES - CO  
321 TEXAN TRL  
SUITE 100  
USA  
CORPUS CHRISTI TX 78411-1872  
United States

Agency To Invoice:  
60132 South Branch  
RCS\_INVOICES@TXDOT.GOV  
SOUTH RSC, ACCOUNTS PAYABLE  
4615 NW LOOP 410  
SAN ANTONIO TX 78229-0928  
United States

VENDOR ID: 1742988435-\*00

BUYER: Steele III, John

Line Item	Item Description	Quantity	Unit	Unit Cost	Extended Cost
1	<p>SHIP TO THE FOLLOWING LOCATION UNLESS OTHERWISE NOTED: TRV-VALLEY INFORMATION CENTER 2021 W HARRISON HARLINGEN TX 78552-5948 United States</p> <p>96269410344 PERSONNEL SERVICES, TEMPORARY ADMINISTRATIVE TECHNICIAN Promise Date: Oct 31, 2015</p> <p>Temporary Administrative Assistant. Name Rachael Garcia. Needed skills: Accurate, thorough understanding of customer service and appropriate response time to needs. Hours: 8:00 A.M. to 5:00 P.M.. Work days to be determined based on needs, no overtime pay.</p> <p>Start date 09/22/2015, estimated end date 10/31/2015. Workweek is estimated to be 32 to 40 hours per week. Bill Rate: \$19.68/hour. Supervisor: Joey Sermino, phone: (956) 428-4477, email: Joey.Sermino@txdot.gov.</p> <p>The following comments apply to the entire Order.</p> <p>This purchase order is for services to provide temporary labor at Harlingen Travel Information Center.</p> <p>This service shall be in accordance with The Texas Department of Transportation (TXDOT) terms and conditions, revised Dec-2014</p> <p>You may download the TXDOT terms and conditions at: <a href="http://www.txdot.gov/inside-txdot/forms-publications/consultants-contractors/publications/purchasing-specifications.html">http://www.txdot.gov/inside-txdot/forms-publications/consultants-contractors/publications/purchasing-specifications.html</a>.</p> <p>Payment shall in be in accordance with Part 4,</p>	168.00	HOU	\$19.68	\$3,306.24

John W. Steele III

Issuing Employee Signature

Purchaser IV

Issuing Employee Title

Failure to Deliver: If the contractor fails to deliver these supplies by the promised delivery date or a reasonable time thereafter, without giving acceptable reasons for delay, or if supplies are rejected for failure to meet specifications, the State reserves the right to purchase specified supplies elsewhere, and charge the increase in price and cost of handling, if, any, to the contractor. No substitutions or cancellations permitted without prior approval of the State.



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	<p>paragraph 4.4 –C of the TXDOT terms and conditions</p> <p>Insurance shall in be in accordance with part 5, paragraphs 5.01, 5.02, 5.03, 5.04, 5.06, and 5.07 of the TXDOT terms and conditions.</p> <p>* Form 1560, Certificate of Insurance for Services</p> <p>Quantities are estimates only. No guarantee of any minimum or maximum purchase is made or implied. TXDOT will order the amount needed to satisfy the operating requirements, which may be more or less than indicated. The vendor shall be notified in writing by purchase order change notice for any requirement changes.</p> <p>Payment: Payment will be made in accordance with the Texas Prompt Payment Act, TGC, subtitle F, chapter 2251.</p> <p>Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee I.D., remit to address, and phone number on invoice.</p> <p>Vendors may submit an electronic invoice. All electronic invoices shall be sent to RCS_INVOICES@txdot.gov (note: there is an underscore " _ " between RCS and invoices). All invoices received at the RCS_INVOICES email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax, or any other means.</p> <p>On emails for electronic invoices, include the company name, (as it appears on the invoice) and the PO number in the subject line to assist in identifying and processing your invoices in a timely manner.</p> <p>TXDOT will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, whichever is later. Note: warrants will not be issued to a vendor without a current Texas Identification Number.</p> <p>TXDOT Purchaser Contact:</p> <p>John Steele Phone: (210) 615-6238 Fax: (210) 615-5963 Email: John.W.Steele@TXDOT.GOV</p> <p>TXDOT Receiver Contact:</p> <p>Name: Albert Garza Phone: (956) 428-4477 Email: Albert.Garza@txdot.gov</p>				



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BUYER: Steele III, John

Line Item	Item Description	Quantity	Unit	Unit Cost	Extended Cost
	Vendor point of contact:  Name: Christian Silva-Perez Phone: (361) 232-5378 Email: Chris.Silva@lkjordan.com				
Total PO Amount					\$3,306.24